

Process Name: Payroll	Process Identifier: PY
Sub-Process Name: Year End	Sub-Process Identifier: PY-10
Sub-Process Purpose and Objectives: The purpose of the year end process is to complete final processing for one calendar year and set SEIS up for processing of the next calendar year.	
Sub-Process Description: Conceptually, the year-end process may be divided into two components: year-end processing for current year and set-up for next year (they are not necessarily executed in this order however). The major components of each are: Year-End <ul style="list-style-type: none">• Fringe Benefits – Fringe benefits are identified as adjustments to income currently reported in SEIS for income received and not reported or income reported that is not taxable (in many cases income will be reported and deducted as non-taxable (ex – most legislative travel). Spreadsheets are distributed to the agencies for completion (commuter car and maintenance benefits, etc.). Once completed these spreadsheets are returned to Payroll for review and loaded into SEIS.• Preliminary year-end – A preliminary year-end run is completed and the output is reviewed by payroll for accuracy. Any required adjustments are made by payroll.• Final Year-end run – The “Final: year-end run is completed before the end of January of the following year. Year-end reports are produced for Payroll and the agencies, and W-2’s are produced for the employees.• Adjustments – Following the completion of the final year-end run, employees may find errors in their W-2’s. When an employee identifies a potential error, the agency and payroll research the problem and make any required corrections. A supplemental W-2C is then produced and sent to the employee.• Duplicate W-2’s – Employees may call to request a duplicate W-2. Agencies print the duplicate W-2’s from the intranet and distributes to the employee.• Offline Payroll – Agencies that have “offline” payroll provide data to payroll in sufficient detail to prepare the W-2. The information is provided in the form of spreadsheets. The spreadsheets are reviewed and corrected by payroll, and then the data is loaded into SEIS. A preliminary and final year-end run are completed just for offline payroll agencies as described above. Any errors or requests for duplicate W-2’s are handled as described above.	

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New year set-up – Payroll tables (code database) are loaded with various information such as tax table updates, insurance premiums, pay period schedules, charity fund agency updates, new deferred compensation limits, etc. Some of the data associated with individual employees (ex – charity contributions) are entered by the agency. Payroll enters the remainder of the updates.			
Sub-Process Trigger(s): <ul style="list-style-type: none">• Year end		Key Sub-Process Participants: <ul style="list-style-type: none">• Agencies• Insurance• Payroll• Personnel	
Inputs:			
Input	Format	Volume/Time	Suppliers
Payroll data	Database	>50,000 active employees	Payroll
Commuter car data	Spreadsheet		Agencies
Charity fund	Spreadsheet		Agencies/payroll
Insurance table updates	Spreadsheet		Insurance
Tax table updates	Spreadsheet		IRS
Allocated tips	Spreadsheet		Environment & Conservation
New year FLEX deductions	Spreadsheet		Agencies
Moving expenses	Spreadsheet		Agencies
Legislative travel	Spreadsheet		Legislature
Offline payroll data	Spreadsheet		Offline agencies
Update to payroll codes (holidays, hours types, etc.)	Spreadsheet		Payroll
Outputs:			
Output	Format	Volume/Time	Recipients
W-2's	Paper/Info Pac	>50,000	Employee/

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Year end reports	Info Pac		Agencies
FLEX deductions	Files		TPA's
Updated payroll control tables (codes database)	Database		
Year end SSA data	Files		SSA
Performance Measures Tracked:			
Measure		Approx. Value	Target Value
Meet year-end deadlines to external entities (employees, IRS, etc.)			100%
Laws, Regulations, and Policies That Govern Sub-Process:			
IRS, SSA			
Current Sub-Process Issues/Problems:			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Allow agencies and employees to request duplicate W-2's online			
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>		Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	
SEIS		See PY-1	





